



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, June 10, 2020  
**TIME:** 3:30 p.m.  
**PLACE:** American Legion Post # 100  
1116 Angelo Road Sparta, WI 54656  
(\*Please use South parking lot entrance)

## SUBJECT MATTER TO BE CONSIDERED

### All Items are Subject to Discussion & (except public comment) Action

1. Call to Order/Roll Call
2. Public Comment, 3 Minute Limit Rule Applies
3. Set Next Meeting Date/Time
4. Minutes Approval 05/13/20 - (enclosure)
5. Closed Session per WI Stats 19.85 (1)(E) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.  

Northern Natural Gases Pipeline/Rolling Hills

Return to Open Session
6. Justice Department Remodel, Eric Weihe
7. COVID-19
8. Tax Delinquent Properties
9. Electrical Vault
10. Storm Damage
11. Landscaping
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Cedric Schnitzler, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 06/03/2020

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Property & Maintenance Committee  
May 13, 2020

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Remy Gomez, Mark Halverson  
Others: Garry Spohn, Wallace Habegger, Tina Osterberg, Kim Krouse

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Cedric Schnitzler.
- Public Comment Period – None.
- Establishment of Monthly Meetings Date/Time – Wednesday, June 10, 2020 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Cook to approve the 03/11/20 minutes. Carried 5-0.
- Election of Committee Vice-Chairman – Chair Cedric Schnitzler opened the floor for nominations. Motion by Remy Gomez second by Mark Halverson to nomination Mary Cook for Vice-Chair. Carried 5-0.
- COVID-19 – Garry Spohn explained that his department is assisting in cleaning and sanitizing of buildings. Environmental guards, plexi glass are being installed in several offices.
- Northern Natural Gas Pipeline/Rolling Hills – Kim Krouse explained that a natural gas pipeline currently runs across the Rolling Hills property. Northern Natural Gas will be installing a second line. Mid to late July is the estimated start date of the project. Staging areas were provided to members. This item will be revisited next month.
- Administrative Center Roof – Garry Spohn explained that a new roof was placed on the Administrative Center last fall. Weather permitting, not all work had been completed. This spring, the company has returned to continue work on the roof.
- Tax Delinquent Properties – Garry Spohn explained that currently Corporation Counsel is working with homestead privileges. We cannot move forward until that time has elapsed. June 26, 2020 is the estimated date when the county can move forward. Garry provided an overview of current tax delinquent parcels.
- Electrical Vault – Garry Spohn explained electrical vault leakage within the Justice Center. Options are currently being explored.
- Landscaping – Garry Spohn explained that landscape manicuring has been completed in the circle drive at the Justice Center entrance. In the Courthouse lawn there is a round area with landscaping surrounded by fence spears. The fence is corroding and falling apart. He also explained that it is a struggle growing grass along the south side entrance of the Justice Center. Discussion. Motion by Remy Gomez second by Adam Balz to remove the fencing around artesian well by the Courthouse. Carried 5-0.
- Rolling Hills Projects – Garry Spohn explained that a new hot water line has been placed at Rolling Hills. The project is close to being completed.
- Justice Center Projects – Garry Spohn explained that last year the following projects were completed but not limited to: radio repeater, door control issues, ADA compliance changes to include handicap ramp and bathrooms, Sheriff department exhaust fans, multistack alarm, roof leaks, improvements to IT rooms, small concrete projects, railing on sides of main entrance of Justice center for safety from roof run-off, generator load bank, safety cabinet.
- The Buildings Manager Report was provided.

*The minutes are not official until approved by the Property & Maintenance Committee at their next regular meeting.*

- Items for next month's agenda – Northern Natural Gas Pipeline/Rolling Hills, Tax Delinquent Properties.
- Chair Cedric Schnitzler adjourned the meeting at 5:37 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting**  
**June 10, 2020**  
**3:30PM**  
**American Legion Post #100**

**Justice Center/Courthouse/Jail:**

- I am still working with Miron on the electrical vault issues.
- We removed the decorative railing around the artesian area southeast of the Human Services building.
- We still are having roof leaking problems.
- We will be discussing a new project to improve Justice Programs.
- We are having multiple meetings with Court officials to prepare for court to reopen along with jury trials.
- We have been doing extra sanitizing each afternoon.

**Rolling Hills:**

- We have been repairing some of the plaster where walls were cut for the plumbing project. Originally this was intended to be bid out but Covid has prevented that from happening.
- We have some storm damage at the Rolling Hills complex.
- The cooling tower leak has been repaired and the AC is working.

**Museum:**

- We have about half of the lighting project done at the Museum. We will finish when the remaining lights arrive.

**Admin Center:**

- Painting has been delayed at the Admin Center.

**Property Manager:**

- We have been very busy building Lexan barriers in places that our staff meet with others.
- We are still doing as much distancing as possible.
- We will be discussing some lawn work options.
- I am going to attach a list of projects that our department has done in the last few years. I believe this will help them understand our department better.
- Andy was not available for this meeting but will attend in July.

## Past Projects

Multiple projects at the Justice Center discussed last month.  
Moving several departments during and after the Justice Center Project.  
Complete some things at the Justice Center  
Remodel 124 North Court Street (main floor and basement)  
Remodel 3 floors of the Old Courthouse  
Move Human Services  
Assist with remodel of 315 West Oak  
Remodel 206 South K Street and move University of WI Extension  
Build office space (Justice Center Sheriff area)  
Add 2 offices at 124 North Court  
Add office for Justice Programs  
Install hot water line to D unit at Rolling Hills  
Misc. Concrete repair  
Multiple (double digit) tree removal.  
Lighting project in Museum.  
Replace 1 Furnace at 124 North Court  
Replace 2 Furnaces at 200 West Main

I have probably missed some but wanted to share with my committee.  
Several of you are new this year and would not know this if I did not share it with you.